

410.20**Nutrition Education Costs**

Introduction	A minimum of 20 percent of nutrition services and administrative funds must be used for nutrition education, including three percent of total funds for breastfeeding promotion and support activities. To ensure that these standards are met, the state WIC office identifies in the annual budget the projected costs that qualify. As these costs are incurred and assigned to their appropriate cost center, they are labeled with special expenditure codes.
Agency accounting	Agency contracts stipulate that a minimum of 20 percent of contract funding is to be for nutrition education and breastfeeding promotion purposes. Each agency's budget stipulates allowable costs in each functional category. Guidelines are provided which explain allowable nutrition education costs, including personnel costs for time spent on nutrition education, travel, costs of procuring and producing nutrition education materials, and nutrition education training (see Policies 315.40, 315.41, 315.43, and 315.43a).
Agency reports	Agencies document monthly expenditure reports detailing costs in all four cost areas. These reports, as well as costs incurred by the state staff, are monitored by the WIC Program Planner to insure compliance with the nutrition education and breastfeeding cost requirements.(Policy 315.43).

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